



Printing and Shipping Protocol

Shipping Packages

For mailing of envelopes and other small items, using the U.S. Postal services is the preferred method.

For mailing packages and other larger items, using Federal Express is the preferred method.

Due to past issues with the ICF account number being compromised, ICF no longer provides an account number to staff for use on Federal Express packing slips. To ship an items using the ICF Federal Express account, a packing slip must be created and printed using the online Federal Express system.

For infrequent use, State Capacity Building Center (SCBC) staff can submit an email request to the Information Services (IS) mailbox at InfoServices@ICFI.com with "Federal Express" as the subject line. Include the following information:

- ◆ Ship to address, and recipient's phone number;
- ◆ Type of package being shipped (box or envelope);
- ◆ Weight of package (an estimate is acceptable); and
- ◆ Date of shipment and when it needs to be received at the destination (e.g., overnight, 2 days, no rush).

Someone from the IS team will create a Federal Express packing slip, save it as a PDF document, and email it to the requester. The staff member can then print the packing slip and attach it to the package, and then drop off the package at any Federal Express retail location.

If a SCBC staff member has a frequent need to ship packages using Federal Express, they can request a federal express account by sending an email to MailCenter_VA01@icfi.com. The account enables SCBC staff to log in and create and print their own shipping labels.

Making Copies at FedEx Office

FedEx Office is the preferred vendor for making copies of meeting or training materials since ICF has a discount negotiated with FedEx Office. If there is not a FedEx Office location near you, another vendor may be used. As with any project expense, care should be taken to reduce costs as much as possible. Please consider the following:

- ◆ Only print in color if absolutely necessary;
- ◆ Only print the amount needed;
- ◆ Consider if there is a way to provide electronic copies of documents prior to or after the event to reduce the need for printing; and
- ◆ Consider if every document needs to be printed.



FedEx Accounts

ICF has two different kinds of accounts with Federal Express. One offers a discount to ICF based on the quantity of work ICF does with Federal Express. The other is a charge account to pay for any copies made. These two accounts can be used together or separately.

Discount Account

ICF has an agreement with Federal Express for a significant discount in pricing. Based on experience with FedEx Office locations, they are not always aware of this or easily able to locate the account. With some insistence, they can usually find it in their system by looking up “ICF” or “ICF international.” It is to everyone’s benefit to obtain this discount. For example, a recent print job was going to cost approximately \$375. However, with the ICF discount, the job only ended up costing \$179.

Charge Account

ICF also has a charge account with FedEx that allows staff to charge copies to the ICF account (0000401015). The staff member will be asked to provide the account number, project code, and her/his name. Once the transaction is complete, the staff person will receive a receipt. Upon returning to the office, staff must email the appropriate Project Director with the total amount and a description of the charges and obtain an email approval from the Project Director. The email approval, the receipt, and an invoice approval form must be sent to the following address within 10 days.

Send completed form and necessary documents to:

Roberta Mhoon
ICF International
9300 Lee Highway
Fairfax, VA 22031

It is very important that staff submit the receipt and invoice approval form right away as this vendor requires payment in 15 days and ICF cannot issue payment until the receipt and form is received. If the account is not paid on time, Federal Express will suspend the account and this will affect the entire company.

For questions on completing the form, email Roberta Mhoon at Roberta.Mhoon@icfi.com.

If you do not think you will be able to submit this information within 10 days, you can also pay for the copies using a personal credit card and submit for reimbursement through the ICF expense report system.

The State Capacity Building Center (SCBC) works with State and Territory leaders and their partners to create innovative early childhood systems and programs that improve results for children and families. The SCBC is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care.

State Capacity Building Center, A Service of the Office of Child Care

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